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SUBJECT: MATERNITY LEAVE

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- I. PURPOSE: To govern maternity leave for University employees.
- II. POLICY:
  - A. Employees granted maternity leave shall be given their jobs upon return.
  - B. A doctor's statement must be filed with the Human Resources Office within the first six (6) months of pregnancy, which states the patient's health condition and an estimate of how long they do not allow the patient to work.
  - C. Employees may use accrued annual and/or sick leave during the maternity absence; otherwise, such leave shall be without pay.
  - D. Longevity, for the purpose of annual leave, is not lost during maternity leave; however, annual leave credits do not accrue during such leave. Employees should follow the advice of their doctors and apply common sense in determining when to request maternity leave.
  - E. Maternity leave shall be granted upon written notice by the employee, at least one month prior to the expected leave. Written notice shall also include the intent of the employee to continue employment within three (3) months from the date of birth of the child.
  - F. Maternity leave may be granted for a period of up to six (6) months depending on the employee's health and circumstances. The maternity leave period shall begin when the employee leaves employment in an "official maternity leave status" and shall not exceed six (6) months nor be extended beyond three (3) months from the date of birth of the child.